

MANAGEMENT MEMO

NUMBER:

MM 07-03

SUBJECT:

**POLICIES AND PROCEDURES FOR AUTOMATED
EXTERNAL DEFIBRILLATORS (AED) IN STATE-OWNED AND
LEASED FACILITIES**

DATE ISSUED:

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EXPIRES:

FEBRUARY 6, 2008

REFERENCES:

CALIFORNIA CODE OF REGULATIONS, TITLE 22, DIVISION 9, CHAPTER 1.8
CALIFORNIA CIVIL CODE, SECTION 1714.2, 1714.21
HEALTH AND SAFETY CODE, DIVISION 2.5, SECTION 1797.196

ISSUING AGENCY:

DEPARTMENT OF GENERAL
SERVICES

Purpose

The purpose of this Management Memo is to establish new statewide policies and procedures regarding the implementation and usage of automated external defibrillators (AED) in state-owned and leased facilities. This Management Memo was developed by the California Emergency Medical Services Authority in cooperation with the Department of General Services.

Background

According to the American Heart Association, an individual goes into cardiac arrest in the United States every two minutes. Of these, an estimated 250,000 Americans die each year. In California, 42 percent of all deaths are attributed to heart disease; many caused by sudden cardiac arrest. Most cardiac arrests are caused by ventricular fibrillation (abnormal heart rhythms). The only effective treatments are cardiopulmonary resuscitation and defibrillation. Wide use of defibrillators could save as many as 40,000 lives nationally each year. Successful public access defibrillation programs ensure that cardiac arrest victims receive early life-saving care.

Policy Statement

The use of AEDs may be implemented to the maximum extent possible in State-owned and leased buildings.

Procedures or Action Required

Implementation of an AED program shall consist of the following:

- Determine the need and ensure the sustainability for an AED program. The program would include, but not be limited to, the type and number of AED units, cabinets, and supplies needed. Supplies would include personal protective equipment, such as disposable gloves, pocket masks, razors, trainers, and AED software to review each use.
- Select and purchase the AED units using the California Multiple Awards Schedules (CMAS) vendor list.

**Procedures or
Action
Required
(continued)**

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- Obtain from a licensed California physician a prescription issued to the State agency prior to using the AED unit. This prescription would allow trained individuals to use the AED units. (Agencies looking for a California licensed physician as their AED medical director may check their local Emergency Medical Services (EMS) agency or their local medical society.)
 - Develop a written emergency response plan. The plan would include activation of EMS and notification of the local EMS agency and the physician who issued the prescription and has oversight on the use of the AED unit.
 - Notify tenants of the location of the AED units in the building.
 - Determine minimum number of personnel to be trained. Ensure initial training and continued retraining on the use of the AED unit and CPR.
 - Ensure the AED units are maintained and regularly tested, according to the guidelines set forth by the manufacturer, American Heart Association, American Red Cross, and other applicable State and federal authorities.
 - Notify the local EMS agency on the type of AED unit acquired and the location of each unit. For a list of local EMS agencies in your area, click on the following website:
http://www.emsa.ca.gov/ems_lems/lemsa.asp.

Please refer to Attachment 1 to view the AED regulations.

Resources

For information on layperson AED regulations:
<http://www.emsa.ca.gov/legislation/regs1.8.pdf>

For information on California statutes pertaining to AEDs:
http://www.emsa.ca.gov/legislation/1.8_AED.doc

American Heart Association:
<http://www.americanheart.org>

American Red Cross:
<http://www.redcross.org>

STATE ADMINISTRATIVE MANUAL

Contact

For further information about AEDs, please contact the following:

- Emergency Medical Services Authority (916) 322-4336.
 - Department of General Services, Health and Safety Unit (916) 376-5287.
 - Department of General Services, Procurement Division, CMAS Unit (916) 375-4363.
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Signature

Original SAM Management Memo signed by Will Bush, Interim Director

Will Bush
Interim Director

California Code of Regulations
Title 22. Social Security
Division 9. Prehospital Emergency Medical Services
Chapter 1.8. Training Standards and Utilization for Use of the Automated
External Defibrillator by Non-Licensed or Non-Certified Personnel

Article 1. Definitions

§ 100031. AED Service Provider.

“AED Service Provider” means any agency, business, organization or individual who purchases an AED for use in a medical emergency involving an unconscious, person who has no signs of circulation. This definition does not apply to individuals who have been prescribed an AED by a physician for use on a specifically identified individual.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100032. Authorized Individual.

“Authorized individual” means any person, not otherwise licensed or certified to use the automated external defibrillator, who has met the training standards of this chapter, and who has been issued a prescription for use of an automated external defibrillator on a patient not specifically identified at the time the physician’s prescription is given.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code,
Section 1714.21, Civil Code.

§ 100033. Automated External Defibrillator.

“Automated external defibrillator” or “AED” means an external defibrillator that after user activation is capable of cardiac rhythm analysis and will charge and deliver a shock, either automatically or by user interaction, after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100034. Cardiopulmonary Resuscitation.

“Cardiopulmonary resuscitation” or “CPR” means a basic emergency procedure for life support, consisting of artificial respiration, manual external cardiac massage, and maneuvers for relief of foreign body airway obstruction.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100035. Internal Emergency Response System.

"Internal Emergency Response System" means a plan of action which utilizes responders within a facility to activate the "9-1-1" emergency system, and which provides for the access, coordination, and management of immediate medical care to seriously ill or injured individuals.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100036. Prescribing Physician.

"Prescribing physician" means a physician and surgeon, licensed in California, who issues a written order for the use of the automated external defibrillator to authorized individual(s).

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

Article 2. General Training Provisions

§ 100037. Application and Scope.

(a) Any physician and surgeon licensed in California may authorize an individual to apply and operate an AED on an unconscious person who has no signs of circulation only if that authorized individual has been successfully trained according to the standards prescribed by this chapter.

(b) The training standards prescribed by this chapter shall not apply to licensed, certified or other prehospital emergency medical care personnel as defined by Section 1797.189 of the Health and Safety Code.

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.189, 1797.190, and 1797.196, Health and Safety Code. Section 1714.21, Civil Code.

Article 3. AED Training Program Requirements

§ 100038. Required Hours and Topics.

(a) The AED training component shall comply with the American Heart Association or American Red Cross standards. The course shall consist of not less than four hours, which shall include the following topics and skills:

(1) basic CPR skills

(2) proper use, maintenance and periodic inspection of the AED;

(3) the importance of:

(A) CPR,

(B) defibrillation,

(C) advanced life support,

(D) adequate airway care, and

(E) internal emergency response system, if applicable;

- (4) overview of the local EMS system, including 9-1-1 access, and interaction with EMS personnel;
 - (5) assessment of an unconscious patient, to include evaluation of airway, breathing and circulation, to determine if cardiac arrest has occurred and the appropriateness of applying and activating an AED;
 - (6) information relating to defibrillator safety precautions to enable the individual to administer shock without jeopardizing the safety of the patient or the authorized individual or other nearby persons to include, but not be limited to;
 - (A) age and weight restrictions for use of the AED,
 - (B) presence of water or liquid on or around the victim,
 - (C) presence of transdermal medications, and
 - (D) implantable pacemakers or automatic implantable cardioverter-defibrillators;
 - (7) recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged;
 - (8) rapid, accurate assessment of the patient's post-shock status to determine if further activation of the AED is necessary; and,
 - (9) authorized individual's responsibility for continuation of care, such as the repeated shocks if necessary, and/or accompaniment to the hospital, if indicated, or until the arrival of more medically qualified personnel.
- (b) The required hours for an AED training program can be reduced by no more than two hours for students who can show they have been certified in a basic CPR course in the past year and demonstrate to a qualified CPR instructor that they are proficient in the current techniques of CPR.
- Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100039. Medical Director Requirements

Any AED training course for non-licensed or non-certified personnel shall have a physician medical director who:

- (a) Meets the qualifications of a prescribing physician.
- (b) Shall approve a process to ensure instructors are properly qualified to the AED instructor standards established by the American Heart Association or the American Red Cross and ensure that instructors are trained to the course content.
- (c) Shall ensure that all courses meet the requirements of this chapter.
- (d) May also serve as the "prescribing physician."

Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
Section 1714.21, Civil Code.

§ 100040. Testing.

In order for an individual to be authorized to use the AED, the individual shall pass a written and skills examination, which tests the ability to assess and manage the specified conditions prescribed in Section 100038.

1 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
2 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
3 Section 1714.21, Civil Code.

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5 **§ 100041. Written Validation.**

6 The prescribing physician shall issue to the authorized individual a written
7 validation or other documented proof of the authorized individual's ability to use
8 an AED. The requirements for a "Written Validation" and "Prescription for Use"
9 can both be satisfied by the issuance of a written certification card from an AED
10 training program. The prescribing physician's signature shall be on file with the
11 AED training program authorizing the issuance of the written certification card
12 upon successful completion of the required training.

13 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
14 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
15 Section 1714.21, Civil Code.

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17 **Article 4. Operational AED Service Provider/Vendor Requirements**

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19 **§100042. Operational Requirements.**

20 (a) An AED Service Provider shall ensure their internal AED programs include all
21 of the following:

22 (1) Development of an Internal Emergency Response System which complies
23 with the regulations contained in this Chapter.

24 (2) Notification of the local EMS agency of the existence, location and type of
25 AED at the time it is acquired.

26 (3) That all applicable local EMS policies and procedures are followed.

27 (4) That expected AED users complete a training course in CPR and AED use
28 that complies with requirements of this chapter and the standards of the
29 American Heart Association or the American Red Cross.

30 (5) That the defibrillator is maintained and regularly tested according to the
31 operation and maintenance guidelines set forth by the manufacturer, and
32 according to any applicable rules and regulations set forth by the governmental
33 authority under the federal Food and Drug Administration and any other
34 applicable state and federal authority.

35 (6) That the defibrillator is checked for readiness after each use and at least once
36 every 30 days if the AED has not been used in the previous 30 days. Records of
37 these periodic checks shall be maintained.

38 (7) That a mechanism exists to ensure that any person, either an employee or
39 agent of the AED service provider, or member of the general public who renders
40 emergency care or treatment on a person in cardiac arrest by using the service
41 provider's AED activates the emergency medical services system as soon as
42 possible, and reports any use of the AED to the local EMS agency.

43 (8) That there is involvement of a California licensed physician and surgeon in
44 developing an Internal Emergency Response System and to ensure compliance
45 with these regulations and requirements for training, notification and
46 maintenance.

1 (9) That a mechanism exists that will assure the continued competency of the
2 authorized individuals in the AED Service Provider's employ to include periodic
3 training and skills proficiency demonstrations.

4 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

5 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

6 Section 1714.21, Civil Code.

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8 **§100043. AED Vendor Requirements**

9 Any AED vendor who sells an AED to an AED Service Provider shall notify the
10 AED Service Provider, at the time of purchase, both orally and in writing of the
11 AED Service Provider's responsibility to comply with the regulations contained in
12 this Chapter.

13 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

14 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

15 Section 1714.21, Civil Code.